

December 10, 2007

Richard Lodle, Fire Chief, rlodle@tds.net
City Of Burlington Fire Department
165 W. Washington Street
Burlington, WI 53105

Dear Chief Lodle,

This letter is to confirm that the City of Burlington remains an appointed agent in accordance with s. Comm 61.61 of the Wisconsin Administrative Code for commercial building inspection and fire protection system plan review and inspection. The Burlington Fire Department remains responsible agency to review plans and inspect installations of fire prevention, detection and suppression systems in all buildings, regardless of size and occupancy as prescribed by s. Comm 61.34, Wis. Admin. Code. The City of Burlington Building Inspection Department remains the agent authority to conduct inspections as an agent of the State of Wisconsin.

Your delegation to examine building fire protection plans and conduct inspection of fire protection systems as an appointed agent for the department under s. 101.02(5)(b), Stats. meets the criteria of conditions of participation required under Comm 61.61. It is our understanding that Mr. David Malek will be performing the plan review duties and yourself along with Fire Inspector John Niederer conduct inspections along with Mr. Malek. While appointed, the City of Burlington remains responsible to comply with s. Comm 61.61(2)(b) 1 through 4 as follows:

1. Apply the corresponding requirements in s. Comm 61.60 (5) (d) to (h) and (6).
2. Submit to the department the fees specified in s. Comm 2.31 (1) (h).
3. Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
4. Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings. The City of Burlington remains charged with the coordination of all related review and inspection responsibilities as delegated. It is my understanding that Mr. Pat Scherrer remains the City of Burlington building inspector performing all inspections of commercial structures on behalf of the State of Wisconsin Department of Commerce. Please contact me at your earliest convenience to discuss items 2. and 3. to establish a format that will better meet your administrative procedure.

We will prepare a press release announcing this action so that fire protection system designers will know where to submit plans. The Division of Safety and Buildings looks forward to continuing working with you.

Any related concerns specific to your delegation regarding plan review or inspection should be directed to me at 608-212-0138. (hkosarzycki@commerce.state.wi.us)

Sincerely,

A handwritten signature in dark ink, appearing to read "Henry Kosarzycki". The signature is fluid and cursive, with the first name "Henry" and last name "Kosarzycki" clearly distinguishable.

Henry Kosarzycki, A.I.A.
Program Manager

Cc: Claude Lois, Mayor, City of Burlington, (mayor@burlington-wi.gov)
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Noreen Ray, Program Assistant
Barbro McGinn, Office of Public Information